

# Early Years Education Entitlement (EYEE)

Information for Parents and Carers

## General Information

All children can receive Early Years Education Entitlement (EYEE) starting from the funding period after their 3<sup>rd</sup> birthday until they either start in a local authority school reception class, or reach compulsory school age (which is the funding period after their 5<sup>th</sup> birthday).

Please see the table below for when your child may receive EYEE:

Children born between	Funding will start from
1 April and 31 August (inclusive)	1 September following their 3 <sup>rd</sup> birthday
1 September and 31 December (inclusive)	1 January following their 3 <sup>rd</sup> birthday
1 January and 31 March (inclusive)	1 April following their 3 <sup>rd</sup> birthday

## EYEE for 3 and 4 year olds

The free entitlement for all 3 and 4 year olds is for a maximum of 570 hours a year which equates to 15 hours a week over a minimum of 38 weeks a year.

## EYEE in East Sussex

EYEE is offered by most pre-schools, playgroups and nurseries, some registered childminders, local authority schools with a nursery class, academies and some nursery classes attached to independent schools.

You will need to discuss with providers how you can receive your free hours. All providers registered to deliver EYEE **must** offer one or both of the following options to parents:

- 3 hours x 5 days a week
- 5 hours x 3 days a week

There are 3 funding periods a year. Headcount dates are set for EYEE providers to make a return to East Sussex County Council. These are detailed below:

Funding Period	Term dates fall between	Headcount Day for 2016-17
Autumn - Terms 1&2	1 <sup>st</sup> September and 31 <sup>st</sup> December	22 <sup>nd</sup> September 2016
Spring – Terms 3 & 4	1 <sup>st</sup> January and 31 <sup>st</sup> March	19 <sup>th</sup> January 2017
Summer – Terms 5 & 6	1 <sup>st</sup> April and 31 <sup>st</sup> August	27 <sup>th</sup> April 2017



## **Early Years Pupil Premium (EYPP)**

Early Years providers can claim up to an additional £302.10 to spend on supporting children in their setting. Childcare settings will have to demonstrate to Ofsted how the funds have been used to improve your child's education.

**If you receive one of the following benefits, your early years provider can claim funding for your child:**

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of less than £16,190)
- Working Tax Credit Run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State pension Credit

Or if your child:

- Has been looked after by the local authority in care for at least one day
- Has been adopted from care
- Has left care through special guardianship
- Is subject to a child arrangement order

## **What do I do next?**

If you think you qualify, it's quick and easy. Your childcare provider will ask you to complete a form and they will apply for the funding on your behalf.

## **Frequently Asked Questions**

### **How do I claim EYEE?**

To receive EYEE, you need to register your child with an EYEE provider. "Information for Families" can provide lists of your local childcare providers who offer this. Please call 0345 60 80 192. Please allow time to find a place in case there are waiting lists.

Your provider will claim the EYEE (and EYPP if applicable) for your child on your behalf and will be paid directly by ESCC for the hours claimed.

At the start of each funding period your provider will give you a Parental Agreement form to fill in. You will need to complete your child's name, date of birth, address, your contact telephone number and the hours you wish to claim at your provider. The signed Parental Agreement confirms that you agree to your provider's terms and conditions for claiming EYEE.

The EYEE team cannot fund any children without a completed Parental Agreement. If this is your first claim, you will also need to prove your child's age by providing a **copy** of their birth certificate or passport. The provider will record that they have seen it and then the copy will be destroyed. **Please do not provide original birth certificates or passports.**

### **Why must my child be registered with a Provider before 'Headcount Day'?**

If your child is registered at a provider before 'Headcount Day' your provider will be able to claim the maximum number of weeks of EYEE.

### **Can I still receive EYEE if I miss 'Headcount Day'?**

Yes. Your provider can submit a late claim. Your EYEE will be reduced to the number of weeks left in the funding period.

**How many hours can be claimed for each child?**

Your child may claim up to 15 hours a week.

**Can I claim the EYEE at more than one provider?**

Yes. You may claim EYEE at a maximum of two providers. You will need to ensure that you do not claim more than the maximum of 15 hours per week overall.

**Can I claim the EYEE at a maintained nursery class and another provider?**

Yes.

**Can I claim the EYEE if my child's start date to reception class is delayed?**

No, EYEE funding cannot be claimed for those children who have accepted a school place, even if the school implements a staggered start. If the staggered start causes you a childcare problem please discuss directly with the school, who will be happy to help you.

For those parents who decline a reception school place, EYEE funding is available until statutory school age.

**Can I claim the EYEE from more than one Local Authority?**

Yes. You can claim your EYEE funded hours from different Authorities. However, you must not claim more than the maximum entitlement of 15 hours per week. You will also need to be aware that different Authorities may have different rules on how to claim EYEE. Any over claims of funding will have to be repaid.

**Do I have to take the full 15 hours per week?**

No. You can choose any combination of hours that are available with your provider. However, after the Headcount Day you will not be able to increase your child's funded hours until the start of the next funding period. Please note that any change in your hours is subject to your Provider's availability.

**Are there any restrictions on how many hours can be claimed in one day?**

Yes. You can claim a maximum of 10 and a minimum of 2 ½ hours in one day. You can take your free hours Monday to Friday but not before 7am or after 7pm. You will need to confirm with your provider what hours are available with them.

**I wish to change provider within the period, but will stay in East Sussex, will my child receive EYEE at my new provider?**

Once your child has been included on a headcount form, you are able to move to another provider in East Sussex and the funding will normally follow the child. Please note:

- You will be funded for no more than the number of hours you originally claimed and will be expected to pay for any additional hours.
- You must have followed your first provider's terms and conditions – for example before moving you must give them the correct notice period and pay any outstanding fees.

If you have not followed your previous provider's terms and conditions, they do not have to transfer the funding to your new provider. You would then be expected to pay for any hours that you take up at the new provider.

If you move outside East Sussex, you will need to claim your EYEE from your new Local Authority.

### **My provider has offered me a stretched offer, what does this mean?**

A few providers are offering this and you will need to discuss this with your provider. This means that your provider is open for longer than 38 weeks a year and will allow you to spread your free hours over a longer period.

### **Are the 15 hours really free?**

Yes. As a minimum your provider must offer one of the following options:

- 3 hours a day x 5 days a week
- 5 hours a day x 3 days a week

You will not be expected to pay for any additional services (e.g. registration fees or deposits) if you are only taking the free hours. The provider may make a charge if they provide a hot lunch, but they must also allow a parent or carer to bring in a packed lunch for their child instead.

Please note, not all providers in East Sussex will offer the completely free EYEE hours during peak periods (usually mornings). If you only want to access the free hours, you will need to check with your provider when their completely free hours are.

### **My child attends a Provider for less than 15 hours a week, but I am still charged for some of the time, why?**

If you have chosen a session that is not in your provider's completely free times, you will be expected to pay for the additional time.

Find out how your provider arranges their day. Some offer the free hours as part of a longer session within the day. For example they may offer a morning that runs from 9am to 1pm (4 hours). They may allow your child to claim 3 free hours and will charge for the extra hour. You will need to discuss the options available to you with your provider.

### **I wish to use my free hours flexibly, how can I do this?**

Some providers are able to be more flexible than others. They may give parents a list of times they are open and allow parents to choose from a combination of days and times until they reach their full 15 hours. Parents may then choose to pay for any additional hours. You will need to discuss the options available to you with your provider.

You will need to agree a pattern of attendance with your provider for the funding period in which you wish to claim.

### **Due to personal circumstances my child needs to leave, what notice period am I required to give to my provider?**

If your child is receiving just the free hours the maximum notice is 6 weeks. If you have agreed to have additional hours you will need to check your contract with the provider to see if there is a different notice period for these hours.

### **Data Protection**

All information submitted to the EYEE team is held in compliance with the Data Protection Act. The information requested on the Parental Agreements is necessary in completing the Headcount form at your child's Early Years setting and for the claim of EYEE from the Department for Education (DfE). Any information that you supply may be shared with other departments within ESCC, DfE and local NHS agencies.

### **Complaints Procedure**

If parent/carers are not satisfied that their child/ren have received their Early Years Education Entitlement (EYEE) place or with any aspect of the way in which they have received it, can complain to East Sussex County Council (ESCC). In the first instance contact:

Early Years Census & Senior EYEE Officer  
Early Years Improvement Team  
Standards & Learning Effectiveness Service  
4th Floor,  
St Marks's House  
14 Upperton Road  
Eastbourne  
East Sussex.  
BN21 1EP

### **Further Information**

For general enquiries about the EYEE, please telephone "Information for Families" on:

☎ 0345 60 80 192

The line is open Monday to Thursday from 8.30am to 5pm and on Friday from 8.30am to 4.30pm.

For general information on financial help for families, please go to the Internet link below:

<http://www.eastsussex.gov.uk/childrenandfamilies/familysupport/financialhelpforfamilies>